



**Town of Walpole
Commonwealth of Massachusetts**

Building Commissioner
Jack Mee

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BUILDING PERMIT REQUIREMENTS

WHEN REQUIRED: A building permit is required whenever a project includes construction, alteration, repair, removal or demolition of a structure; change of use or occupancy of a building and structure; or installation or alteration of any equipment that is regulated by the Massachusetts State Building code.

All information that is required for a building permit will not be limited to what is listed in this handout.

Additional information may be required. All information listed in this handout is for informational purposes only and shall not override any requirements set fourth in the Massachusetts State Building Code.

1. Required Paperwork

- A. Permit Application- must be filled out completely and submitted with all required construction documents. If another party other than the owner is performing the work, the owner's signature **is required**.
- B. Plot Plan- must be submitted for all new houses, sheds, pools, additions and for any other project that the Building Inspector/Zoning Enforcement Officer deems necessary, to verify the work proposed conforms to all local, state, and federal regulations.
 - Only certified plot plans, such as mortgage survey plans, septic system plot plans or plot plans from the registry of deeds will be accepted.
 - The plot plan must show all structures that are on the property, lot lines, length of the lot lines, street frontage and any other information that the Building Inspector/Zoning Enforcement Officer deems necessary.
 - The Plot Plan must show where the new structure, addition, shed, pool, etc. is to be located.
 - The Plot Plan must show distances from the new structure, addition, shed, pool, etc. to the respective lot lines.
 - As- Built plot plans will be required for all new homes, in ground pools, additions, or any other structure the Inspector of Buildings Inspector/Zoning Enforcement Officer deems necessary.
- C. Inter-departmental signoff sheet Form must be completed and submitted for all new homes and additions.
- D. If you secure your own permit or deal with unregistered contractors, you will not be eligible for the Guaranty Fund protections you may be eligible for under the Home Improvement Contractor law.

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- E. Copy of Construction Supervisor's License and Certificate of Insurance or Insurance Affidavit if contractor is doing the work. Home Improvement Contractors card will also be required for all additions, remodeling, roofs, and any other work the Building Inspector/Zoning Enforcement Officer deems necessary for the permitting purposes.
 - F. If filing for a permit after the 20-day appeal period has elapsed for a special permit and/or variance from Zoning Board of Appeals, then a copy of the Instrument of Recording from the Registry of Deeds in Dedham, MA must accompany the permit application.
 - G. Energy Conservation application form must be submitted for all new homes and additions. Structural Engineer's Analysis Sheets- must be submitted for all non-conventional framing, engineered lumber products (ex: LVL, TJI, TPI, microlams, parlays, etc.), steel beams, and cathedral ceilings. They must show calculations and have original wet stamp and signature of a registered engineer or architect. **(Reproduction of stamps will not be accepted.)**
 - H. Building Plans- must be submitted for all projects **no matter how small**. Three (3) copies must be brought to the fire department on all new houses, additions, and interior alterations before submitting application for review. All plans shall contain sufficient detail to determine compliance to the Massachusetts State Building Code and Walpole Zoning By-Laws.
 - I. Any additional information the Building Inspector/Zoning Officer deems necessary for permitting purposes.

ALL REQUIRED PAPERWORK MUST BE INCLUDED IN THE PERMIT APPLICATION FOR IT TO BE ACCEPTED AND PROCESSED.